



City of Austin - JOB DESCRIPTION



Assistant Director, Library Support Services

FLSA:	Executives/2	EEO Category:	(10) Official/Adm
Class Code:	10802	Salary Grade:	E00
Approved:		Last Revised:	July 26, 2010

Purpose:

Under the general direction of the Director of Libraries responsible for the effective delivery of library support services to the Austin Public Library staff. The Assistant Director of Library Support Services will be responsible for administrative, financial and human resources operations activities, including, program coordination and development, fiscal accountability, policy development, consultation, special projects, data analysis and reporting.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Develops and implements short and long range strategies, objectives, policies, and priorities related to the Library Support Services Division, determines appropriate service and staffing levels; allocates resources accordingly.
2. Establishes and monitors management controls for administration and fiscal procedures.
3. Oversees and coordinates all levels of library support services operations.
4. Provides leadership planning and development of the library support services capital budget, oversees adherence to budget guidelines, and prepares operational budget proposals.
5. Analyzes operations to evaluate performance of programs and resources in meeting objectives; identifies areas of potential duplication of services, opportunities for program improvement, and policy change.
6. Provides oversight and direction of research and analysis of city and community library support services needs to determine program direction and goals.
7. Develops and establishes policies and procedures and ensures adequate execution, compliance and updates.
8. Presides over or serves on boards and commissions, committees, or other governing boards to address policy and practice.
9. Represents the department as an Executive Team Member on various boards, commissions, councils and task forces to the community.
10. Responds to and resolves sensitive inquiries and complaints, and issues from both internal and external sources.

Responsibilities - Supervisor and/or Leadership Exercised:

Responsible for the full range of supervisory and management activities including selection, training, evaluation, counseling, and recommendation for dismissal.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of leadership, management and supervision principles and practices.

Knowledge of municipal government budget planning and preparation, and public administration financing and purchasing regulations.

Knowledge of modern management and personnel principles and practices.

Knowledge of public relations, marketing and public information concepts and practices.

Knowledge of development, maintenance and construction of Library facilities; project management skills.

Knowledge of research techniques, methods, and procedures.

Skill in providing direction for employees to ensure efficient customer service.

Skill in the application of supervisory and management practices.

Skill in the analysis and interpretation of library issues.

Skill in training, mentoring and coaching staff.

Skill in operations forecasting and strategy design and implementation.

Skill in projecting, long-range goals for facility usage and expenditures.

Skill in establishing and maintaining effective working relationships with City officials, representatives of business and governments, City employees and the general public.

Skill in communicating effectively orally and in writing to include public speaking

Skill in selecting, developing and evaluating staff to accomplish departmental objectives

Minimum Qualifications:

Graduation from an accredited four year college or university plus five (5) years of progressively responsible upper management level experience in a related field, two (2) years of which were in a managerial capacity.

Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.